

GUIDELINES FOR PREPARATION OF PAPERS FOR THE INTERNATIONAL SYMPOSIUM ON SPACE FLIGHT DYNAMICS

MANUSCRIPT PREPARATION

Papers received will be compiled and published on a CD without editing or retyping. Therefore, you are requested to take particular care that your manuscript is accurate and follows the prescribed format as closely as possible.

ALL PAPERS MUST BE SUBMITTED AS A PDF FILE OR A MS WORD FILE.

LENGTH

Final papers are limited to 15 pages and must be in English.

FORMAT

The first page contains title, authors, and authors' affiliations, with the title beginning 3 lines down (0.5 inch) from the top margin, centered, in all caps. Include page numbers, centered at the bottom of each page.

TYPE

The text should be single-spaced in Times Roman, Palatino, or Prestige Elite type. The preferred type size is 10 point with 12-point leading (space between lines); 12-point type with 14-point leading is also acceptable. Formulas and equations should not be handwritten, and should be numbered in parentheses at the right margin.

REFERENCES

References should appear at the end of the paper. Number the references in order of their mention. Within the text, cite references by number.

Use only references that are available to the general public. Do not cite private communication or in-house documents; instead, place them in footnotes.

TABLES

Data presented in tabular form should appear after text and before figures. Captions should appear above tables. For tables with landscape (sideways) orientation, turn the image 90 degrees counterclockwise (so that the left-hand edge of the table appears across the bottom of the page).

FIGURES

All figures must be embedded within your paper. Figures must be generated with the highest resolution possible.

SYMBOLS, ABBREVIATIONS, AND ACRONYMS

Define symbols, abbreviations, and acronyms the first time they are used, or prepare a list of “symbols and abbreviations” to appear immediately after the introduction, or at the end of the paper before the references.

UNITS

The International System of Units (SI) must be used for dimensional quantities. If both SI and U.S. Customary Units are used, SI Units should be listed first, with U.S. Units given in parentheses (in text). On figures, SI Units must be the primary scale.

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PRESENTATION FORMAT

Material for the oral presentation should be delivered electronically prior to the conference session that includes the presentation. The electronic format can be a CD or a USB-compatible memory device. The presentation can either be in PowerPoint or PDF format. If you can only provide viewgraphs, you must notify the conference chairperson in advance of the conference. All figures should be generated with the best quality resolution, at a minimum of 150 dpi.